

Minimum Qualification Specifications
for the Classes:

KEY EQUIPMENT OPERATOR I AND II

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had the kind and amount of experience as shown in the following table:

Class Title	Specialized Experience	Supervisory Aptitude	Total Experience
Key Equipment Oper I	1/2	--	1/2
Key Equipment Oper II	1-1/2	*	1-1/2

Specialized Experience: Work experience which required the knowledge and application of various methods and techniques used in the operation of alphabetic and numeric keying and verifying machines used to convert source data into machine-readable format such as key punch equipment, key tape equipment, key disc equipment and video display equipment.

Supervisory Aptitude: *Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory responsibilities through supervisory responsibilities or aspects; by serving as a team leader; by details to supervisory positions; by completion of training courses in supervision accompanied by applications of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitution of Education for Experience:

Completion of an approved training course in the operation of key entry and verifying machines may be substituted for 6 months of specialized experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a

position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical Requirements:

Standard 3g. Applicants must be physically able to perform efficiently the duties of the position, which are described elsewhere in this specification. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. Applicants with an amputation of arm, hand, leg or foot may be required to compensate for that condition by the use of satisfactory prosthesis. Any physical condition which would cause the applicant to be a hazard to himself or others will disqualify for appointment. In addition, applicants must possess emotional and mental stability.

A person with a disability will be considered upon demonstration of ability to perform the required tasks or have the ability or means to compensate sufficiently for his disability to perform the job.

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PART II
KEY EQUIPMENT OPERATOR I AND II

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This is an amendment to the minimum qualification specification for the class KEY PUNCH OPERATOR which was approved on October 15, 1956, and the first minimum qualification specification for the class KEY EQUIPMENT OPERATOR II.

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